

<b>STATE OF IOWA</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>POLICY</b> <b>AND PROCEDURES</b>		Policy Number IO-SC-05	Applicability <input checked="checked" type="checkbox"/> DOC <input type="checkbox"/> CBC
		Policy Code Confidential	Iowa Code Reference N/A
Chapter 3  INSTITUTIONAL OPERATIONS	Sub Chapter  SECURITY & CONTROL	Related DOC Policies  AD-PR-11 IS-RL-01 IS-RO-01 OP-MTV-04	Administrative Code Reference  N/A
Subject  ENTRANCE PROCEDURES		ACA Standards  4-4172	Responsibility  Sheryl Dahm Diann Wilder- Tomlinson
		Effective Date  July 2015	Authority  Jerry Bartruff Director Signature on file at Iowa DOC

## I. PURPOSE

To provide personnel of the Iowa Department of Corrections (IDOC) with general instructions regarding entrance procedures in secure institutions and ensure that searches at entrance points include adequate safeguards to prevent the introduction of weapons, contraband, and prevent escapes.

## II. POLICY

It is the policy of the IDOC to maintain the physical integrity of its facilities through a perimeter security system that includes effective entrance procedures that allow efficient passage of authorized items and traffic while preventing escape. All visitors and vehicles are subject to search.

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**III. DEFINITIONS** – See IDOC Policy **AD-GA-16** for Definitions.

#### **IV. PROCEDURES**

Entrance and exit procedures are critical to the security of a correctional institution. Each Warden/Superintendent shall develop specific procedures that will address the particular needs of the institution within the general principles outlined below. Procedures for processing offenders for commitment and discharge purposes are described in IDOC Policies **IS-RO-01**, Offender Admission Procedures and **IS-RL-01**, Release Procedures.

##### **A. Identification**

1. All persons entering the institution must be properly identified and authorized. They may be personally recognized by the staff member on duty, may be required to produce photo ID or official identification card, or be admitted via special authorization. The level of authorization needed shall be established in institutional procedures.

2. No one shall be permitted to leave the institution unless he/she has been personally and properly identified by the officer controlling the entrance or sallyport.
3. Anyone not properly identified by the officer controlling the entrance or sallyport must be detained inside the secure area of institution until positive identification can be ascertained.
4. Each facility shall develop specific procedures for identification and authorization of delivery, maintenance, and other person seeking entrance.
5. Offenders' visitors may be subject to additional verification and approval procedures, as described in IDOC Policy **OP-MTV-04**, Offender Visiting.

[REDACTED]

B. Sally Ports

[REDACTED]

[REDACTED]

C. Staffing of Entrance Posts

1. Staffing of entrances and exits shall be sufficient to ensure proper supervision of perimeter gates and the secure operation of those posts.

[REDACTED]

[REDACTED]

[REDACTED]

D. Entrance Records

1. The officer at the entrance post and/or the Control Center shall maintain records that include the following:
  - a. A complete record for all persons entering or exiting the institution who are not IDOC employees;
  - b. A complete record for all offender visitors entering and leaving the institution; and
  - c. A complete record for all offenders who pass through the entrance. All offenders exiting and returning to the institution are verified by photograph and logged.
2. These records shall include name, identification presented, nature of business, arrival and departure times, person authorizing entry or exit, and a brief notation of any unusual circumstances surrounding the visit.
3. Records shall be maintained on each entrance post to enable staff to reconstruct all traffic through that point for the past 30 days.
4. Institutional procedures shall outline how log book information is maintained for a period of 5 years. This may include the maintenance of electronic logs or storage of logbooks.

E. Vehicular Sally Port

1. The vehicular sally port is used primarily for vehicle traffic entering and leaving the institution.

[REDACTED]

3. To ensure maximum security and a high level of control over the introduction of contraband and offender escape, the officer in charge shall do the following:

[REDACTED]

- b. If the sally port is inoperative the officer on duty shall immediately notify the Shift Supervisor

[REDACTED]

[REDACTED]

- e. Obtain confirmation of destination from staff at the intended delivery point and through other records maintained at the gate.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

F. Packages

All packages entering the facility shall be authorized in accordance with facility procedures. Unless otherwise authorized by the Warden/Superintendent, or by facility procedures, all packages shall be manually and/or electronically searched.

G. Searches of Institution Guests

[REDACTED]

2. Refer to IDOC Policy **OP-MTV-04**, Offender Visiting for procedures relating to searches of visitors to offenders.

H. Staff

Staff may be searched in accordance with IDOC Policy **AD-PR-11**, Iowa Department of Corrections General Rules of Employee Conduct, and facility procedures.

I. Searches of Offenders

All offenders moving through entrances shall be searched in accordance with IDOC Policy **IS-RO-01**, Offender Admission Procedures on admissions.

[REDACTED]

J. Pedestrian Traffic through Vehicular Gate

Offender pedestrian traffic shall be limited. Each facility shall establish specific procedures for such movement.

K. Denial of Entrance

1. In those instances where an individual requesting entrance to the facility is found to be conveying contraband, is disruptive during processing, or appearing to be under the influence of alcohol or controlled substance,

entrance post staff are authorized to defer approval for entry and to confer with Shift Supervisor.

2. The Shift Supervisor may deny entry under such circumstances and shall provide a report to the Associate Warden/Security.

[REDACTED]

L. Possible Criminal Violations

1. In circumstances where there is reason to believe that a criminal violation may have occurred, entrance post staff are to notify the Shift Supervisor immediately. [REDACTED]
2. The Shift Supervisor shall make a determination as to whether local law enforcement officials shall be called at once, or if additional inquiry by a supervisor is needed.